

City of Brentwood
Planning and Codes Department
5211 Maryland Way (37027)
P.O. Box 788
Brentwood, TN 37024-0788

Office (615) 371-2204

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www.brentwood-tn.org/planning



MARCH 1, 2016 MARCH 1, 2016 MARCH 1, 2016 MARCH 1, 2016

Residential Permit Application for:

◆ ACCESSORY STRUCTURE ◆

ICC International Residential Code, 2012 edition

1) GENERAL INFORMATION

Property Street Address: _____

Subdivision: _____ Lot Number: _____

Is this lot classified as a 'Transitional Lot' (Yes / No): _____

Is lot within a 'Floodway Fringe' (Yes / No): _____ Lowest Floor Elevation: _____

2) COMPLETE THE FOLLOWING:

Residential Zoning District (circle one): OSRD OSRD-IP AR R-1 R-2

☐ Accessory Structure

- Pool House Total square footage _____
- Shed/Storage Space Total square footage _____
- Storm Shelter Total square footage _____
- Trellis/Arbor Total square footage _____
- Free Standing Fireplace Identify location on plot plan (gas Y/N) _____
- Retaining wall(s) over 48 inches in height Identify location on plot plan _____
- Gazebo (covered roof) Total floor square footage below _____
- Pergola (free standing-open roof assembly) Total floor square footage below _____
- Play structure or pet enclosure (exceeding 15' in height and/or 50 square feet of floor space enclosed)
- Garage DETACHED Total square footage _____

☐ Other _____

☐ Fence (Review only-no permit required)

Project Valuation: \$ _____

3) CONTRACTOR'S INFORMATION

Contractor's Name: _____

Mailing Address: _____

City/State/Zip: _____

Physical Address: _____

City/State/Zip: _____

Telephone Number: (____) _____ Ext. No.: _____ Fax No.: (____) _____

Permit Contact Person: _____

Permit Contact's Phone No.: (____) _____ Ext. No.: _____

Email Address: _____

Jobsite Superintendent Name: _____ Phone No.: (____) _____

a) Either ___ TN Contractor's License Number: _____ Expiration Date: _____

Or ___ Contractor Home Improvement under \$25,000.00

b) Either ___ Workers Comp Policy Number: _____ Expiration Date: _____

Or ___ State of TN Workers Comp Exemption Number: _____ Expiration Date: _____

c) Either ___ Brentwood Business Tax License (BBTL) Number: _____ Expiration Date: _____

Or ___ Signed affidavit if BBTL is not required (verify): _____ Expiration Date: _____

RESIDENTIAL PERMIT APPLICATION FOR - ACCESSORY STRUCTURE – MARCH 1, 2016

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4) PROPERTY OWNER'S INFORMATION

Property Owner's Name(s): _____

Address: _____

City/State/Zip Code: _____

Telephone Number: (____) _____

Email Address: _____

5) ACCESSORY BUILDINGS

BZA (Board of Zoning Appeal) approval is not required if accessory building is twelve (12) feet or less and 225 sq. ft. or less. Maximum allowed height of an accessory building is 25 feet; or the maximum height of the principal structure. Exterior veneer material and colors proposed for roof and walls must be compatible with principal structure.

6) PROHIBITED ACCESSORY BUILDINGS – (EXCEPT ON 5+ ACRES)

- 1) Accessory buildings composed of wooden/metal posts with metal roofs, including carports constructed with these components;
- 2) Accessory buildings composed of wooden/metal posts and materials such as cloth, fabric or vinyl with or without a concrete pad.

7) APPLICANT:

Refer to the **Residential Accessory Structure Plan Review and Correction Checklist** for information required to be included with your plans submittal. This document is available from within our office lobby and on the City of Brentwood - Planning & Codes website under the "Applications and Documents" - "Residential Documents" section:

<http://www.brentwood-tn.org/planning>

Ensure all necessary documentation has been provided for your specific project. Failure to provide the required documentation will delay approval.

8) ACKNOWLEDGE

I acknowledge and certify that the information provide on this application is true and complete. Any information not provided on this application may result in an immediate rejection of the plan.

I understand that when an engineer completes a footing inspection, it is required that I call the City of Brentwood Planning & Codes Department the same day providing notification of the 3rd party inspection and the Engineer submits his/her letter to the Codes Department within three (3) days of inspection. I agree to provide the Codes Department with a foundation survey prior to the start of any framing on the above project.

Further, I understand that a Final Inspection and Certificate of Occupancy or Completion is required prior to occupancy and/or delivery of any furniture or personal effects to any new structure. All requirements from the City of Brentwood Planning & Codes Department, Engineering Department and the Tennessee State Fire Marshal's Office-Electrical Division shall be satisfied prior to issuance of certificate.

Applicant's signature _____ Date: _____

Applicant's name (print clearly) _____

2.) Plot plan required. Plot plan to be scaled 1"= 20' for lots less than 1 acre or 1"= 30' for lots greater than 1 acre.

Provide / Include:

- Property boundaries;
- Building setback lines;
- Location(s) of retaining walls and abrupt elevation changes (Note: abrupt elevation changes are areas on an improved parcel of property that do not fall under the requirements of Section R312.1 but require fall protection). Heavy shrubbery or a permanent guardrail can be used when the abrupt grade elevation change is more than 30" but less than 60". Grade elevation changes exceeding 60" would require a permanent guardrail designed in accordance to Section R312.1. [Adopted Ordinance];
- Maximum lot coverage of all residential structures on any residential zoned property cannot exceed 25% building coverage. Calculation to be identified on submitted plot plan;
- Corner lots-minimum setbacks on front & side boundaries;
- All public utility and drainage easements. Identify type of utilities & location in relation to new construction: water, well, septic, sewer-gravity or pump system;
- Actual distance of accessory structure from set-back lines and property lines;
- Identify all existing structure.

3.) Construction drawings to be scaled ¼" = 1' or greater. If applicable, drawings to include:

- Pier and/or footing locations and a cross section identifying depth, width and rebar locations **[R403]**;
- Provide structural details and materials to be used;
- Roof & Ceiling Construction details [Chapter 8], Ceiling Joist Spans [R802.4], Purlins [R802.5.1], Rafter Spans [R802.5], Bearing [802.6], Wood Truss Design, Uplift Resistance [R802.11];
- Roof Assemblies [Chapter 9]: Identify Roof Ventilation Details [R806]. Provide details on proposed materials, underlayment [R905.2.7], base, cap & sidewall flashing [R905.2.8]. Re-roofing projects shall comply to Section R907;
- Cross-Section Detail(s) from foundation to roof, including: Footing size/footing rebar; foundation wall construction type,(if applicable); lumber type, grade, size, spacing, and species; room heights, etc.;
- Directional layout and spacing of framing members (floor joists, ceiling joists, rafters, trusses, etc.);
- Engineered lumber layout sheets and calculations for all engineered lumber (LVL's, I-Joists, beams, floor joists, floor trusses;

4.) Egress Requirements:

- Provide stairs, handrail and guardrail details **[R311 & R312]**.

5.) Protection of Wood: [R317] Protection of wood and wood-based products from decay shall be provided in the following locations:

- Wood joist or the bottom of a wood structural floor when closer than 18";
- Wood girders when closer than 12 inches to the exposed ground;
- All wood framing members that rest on concrete or masonry exterior foundation walls AND are less than 8" from the exposed ground;
- Wood siding, sheathing and wall framing on the exterior of a building having a clearance of less than 6" from the ground or less than 2" measured vertically from concrete steps, porch slabs, patio slabs, etc.;
- See additional requirements.

6.) Flood Resistant Construction: Properties located in the floodplain will require a Tennessee licensed surveyor to provide stamped and signed drawings showing the base flood elevation, the 100 year flood, and its relationship to all existing and proposed improvements. All improvements in the floodplain shall comply with Chapter 56, Article II of the Municipal Code. For additional information and guidance contact City Planner-Todd Petrowski. (615) 371-2204.

PROCEDURES:

- 1.) City of Brentwood Business Tax License (615-371-0060) Home Occupation - Angie Elmore (615-371-2204)
- 2.) Approval letter from Williamson County Environmental for improvements to existing residential property facilitated by a septic system.
- 3.) *Erosion Prevention and Sediment Control* may be required. City Planning & Codes or Engineering staff will determine at site check inspection.
- 4.) Application shall be completed in its entirety according to type of construction project. Required information identified on permit application and applicable documentation for initial plan review shall be submitted as a complete package. Read, sign and date the acknowledgement section.

Structure means any constructed or erected material or combination of materials requiring space on a lot.

- (1) ***Type A structures*** include but are not limited to all types of dwellings and other buildings; carports and garages; satellite dish antennas; play structures; storage sheds; storm shelters; windmills; swimming pools and equipment; tennis courts; pet enclosures; porches; decks; gazebos; and freestanding fireplaces.
- (2) ***Type B structures*** include but are not limited to driveways and sidewalks; concrete/masonry or wooden steps; at-grade patios; arbors; pergolas; at-grade mechanical equipment/pads; fences; retaining walls; fountains; outdoor furniture; freestanding signs; basketball goals; and similar yard accessories.
- (3) *Additional definitions pertaining to structures are set forth below:*
 - a. Accessory structure means a secondary structure, the use of which is incidental to that of a principal structure on the same lot.
 - b. Accessory building means a detached accessory structure with at least 50 square feet of gross floor area or ground space and a roof.
 - c. Principal structure means the primary structure(s) in which activities are conducted on the lot. In any residential district, the dwelling shall be deemed the principal structure on the lot. In any commercial or service/institution district, the climate-controlled buildings used for activities shall be deemed the principal structure(s) on the lot. A canopy, carport or garage shall be deemed a part of the principal structure if it is permanently attached to the principal structure; it is not a "semi-detached" structure, as defined below; and all associated building components and materials for the canopy, carport or garage are similar to the principal structure.
 - d. Semi-detached means a structure which is permanently connected to the principal structure by means of a covered walkway.
 - e. Height of structure means the vertical distance of a structure measured from the lowest ground level to the highest point of the roof; excluding any mechanical penthouse.
 - f. Story means that portion of a structure located between the usable surface of a floor and the usable surface of the floor located above or below, and designed for human occupancy.
 - g. Gross floor area means the sum of the gross horizontal areas of the floors of a dwelling or other building as measured from the exterior face of exterior walls or from the centerline of a common wall separating two buildings. Not included in this calculation are the mechanical penthouse areas.

- h. Storm shelter means any underground habitable structure designed and used for emergency shelter from severe weather or other catastrophe. The term "storm shelter" shall also include any structure referred to as a "fallout shelter." A detached storm shelter shall be considered as a type of accessory structure.
- i. Portable storage structure means any portable container, storage unit or other portable structure, that can be or is used for the storage of personal property of any kind and which is located for such purposes outside a principal structure.

Section 78-22 of the City of Brentwood Code of Ordinances: Accessory buildings.

- (a) **Intent.** It is the intent of this section that accessory buildings should be unobtrusive, should not compete visually with the principal structure; and should not detract from the character of the surrounding neighborhood. It is further the intent of this section that, on parcels less than five acres in size, accessory buildings should remain subordinate, in terms of mass, size and height, to the principal structure.
- (b) **Limitations/standards.** Except where prohibited by subsections 78-165(b)(4) and 78-184(b)(2)c., accessory buildings which are customarily incidental to the other uses permitted in this division may be placed or constructed on any parcel within a residential zoning district, provided that all requirements for accessory buildings as set below are met.
 - (1) **Application.** An application must be submitted to the city prior to construction or installation of an accessory building. Each application for approval of an accessory building shall be accompanied by:
 - a. Building plans, elevations and cross section drawings in an accurate scale, with detail sufficient to determine height, dimensions, and materials and colors for exterior walls and roofs.
 - b. A site plan, showing property location, lot setbacks and proposed location of the accessory building, and identifying neighboring properties.
 - c. Any other information that may be needed to show compliance with this section.
 - (2) **Approval.** Approval for an accessory building must be obtained from:
 - a. The board of zoning appeals, for any accessory building of more than 12 feet in height or with a gross floor area of more than 225 square feet.
 - b. The planning department staff, for any accessory building not requiring the approval of the board of zoning appeals. "Planning department staff," as used in this section, means the city's planning director or such persons authorized by the planning director to review and approve accessory building applications.
 - (3) **Number of accessory buildings allowed.** Only one accessory building shall be allowed on each parcel, except where the size of the parcel is three or more acres in size. On parcels of at least three but less than five acres in size, two accessory buildings shall be allowed. On parcels of five or more acres in size, two accessory buildings shall be allowed, plus any additional accessory buildings that are essential for agricultural activities conducted on the property. "Agricultural activities," as used in this section, shall include activities such as the raising of crops; keeping of horses and other

equines, chickens and other fowl, cattle, pigs, sheep and goats; and related harvesting, storage, breeding and dairy operations.

- (4) **Maximum floor space.** Except on parcels of three or more acres in size, no accessory building shall exceed 1,000 square feet of gross floor area in any R-1 (large lot residential) zoning district, or 750 square feet of gross floor area in any other residential zoning district.
- (5) **Maximum height.** Except for accessory buildings that are essential for agricultural activities conducted on parcels of five or more acres in size, no accessory building shall exceed the lesser of:
 - a. A height of 25 feet, measured from the lowest ground level of the structure to the highest point of the roof; or
 - b. The height of the principal structure located on the parcel, with both the accessory building and the principal structure being measured from the lowest ground level of the structure to the highest point of the roof.
- (6) **Location/orientation.** No accessory building shall be erected in any required front yard. Each accessory building on parcels of less than five acres in size shall be located within the rear yard. Each accessory building on parcels of five or more acres in size shall be located within the rear or side yard. Each accessory building shall be placed at least ten feet away from any other building on the property and shall be set back from any adjoining property line as set forth in the specific zoning district regulations herein. Any accessory building on a corner lot shall conform with the applicable setback for both intersecting streets. The board of zoning appeals or the planning department staff may also establish specific location and/or orientation requirements as a condition of approval for an accessory building, in order to minimize the view of the accessory building from public streets or neighboring properties and to protect the character of the surrounding neighborhood. An owner of property who fails to comply with such location or orientation requirements shall be in violation of this division.
- (7) **Exterior colors.** As a condition of approval, the board of zoning appeals or the planning department staff may require that exterior colors for an accessory building be compatible with the principal structure, unless the accessory building is to be located on a parcel of five or more acres in size and more than 150 feet from any property boundary.
- (8) **Exterior materials/roof pitch.** As a condition of approval for an accessory building exceeding 225 square feet of gross floor area or 12 feet in height, the board of zoning appeals shall require that exterior materials and roof pitch for the accessory building be compatible with the principal structure, unless the accessory building is to be located on a parcel of five or more acres in size and more than 150 feet from any property boundary. For any detached carport or garage or for any semi-detached accessory building not requiring the approval of the board of zoning appeals, the planning department staff shall require that exterior materials and roof pitch for the accessory building be compatible with the principal structure, unless the accessory building is to be located on a parcel of five or more acres in size and more than 150 feet from any property boundary. Notwithstanding the foregoing, the requirement that exterior materials and roof pitch be compatible with the principal structure may be waived if the board of zoning appeals, or the planning department staff for structures not requiring the approval of the board of zoning appeals, should determine that neighboring properties and the surrounding neighborhood in general will not be harmed.

- (9) **Landscaping.** The board of zoning appeals or the planning department staff may establish reasonable requirements for the installation and maintenance of landscaping improvements as a condition of approval of an accessory building in order to protect the existing character of the surrounding neighborhood. An owner of property who fails to install or maintain required landscaping improvements established as a condition of approval of an accessory building shall be in violation of this division.
- (10) **Living/sleeping quarters.** Except on parcels of three or more acres in size, no accessory building shall be designed and/or used for living quarters or sleeping quarters.
- (c) **Prohibited accessory buildings.** The following types of accessory buildings are expressly prohibited, except where located on parcels of five or more acres in size and more than 150 feet from any property boundary:
- (1) Accessory buildings composed primarily of wooden or metal posts with a metal roof, including carports constructed of such components, with or without a concrete pad.
 - (2) Accessory buildings composed primarily of wooden or metal posts and materials such as cloth fabric, vinyl or tarpaulin covers, with or without a concrete pad (excluding tents and patio furnishings erected on a temporary basis.)
- (d) **Storm shelters.** Detached storm shelters shall be subject to the provisions of this section and the following additional conditions:
- (1) Excluding required ventilation and access doors on the surface, storm shelters shall be located entirely underground and within the buildable area in the rear yard. Any such shelter shall be completely below the natural grade of the affected site, and no mounding or other alteration of the natural grade shall be permitted in accommodating the storm shelter.
 - (2) The gross floor area of a storm shelter shall not exceed 200 square feet.
 - (3) A storm shelter and the gross floor area within it shall not be counted toward the maximum number and size limitations placed on other types of permitted accessory buildings.
 - (4) The construction of a storm shelter shall comply with all applicable building and safety code provisions, including normal building permit and inspection requirements.
- (e) **Play structures/pet enclosures.** Play structures and pet enclosure structures shall be exempt from the provisions of this section, except that:
- (1) All play structures and pet enclosure structures must comply with applicable setback requirements.
 - (2) An application must be submitted to the city prior to construction or installation of a play structure or pet enclosure structure that exceeds 15 feet in height or includes more than 50 square feet of gross floor area or ground space enclosed by solid walls. Approval must be obtained from:
 - a. The board of zoning appeals, for any play structure or pet enclosure structure of more than 15 feet in height or more than 225 square feet of gross floor area or ground space enclosed by solid walls. All other limitations and standards set forth above in subsection (b) of this section shall apply.
 - b. The planning department staff, for any play structure or pet enclosure structure with more than 50 square feet of gross floor area or ground space enclosed by solid walls, but not exceeding 225 square feet of enclosed gross floor area or 15 feet in height.
 - (3) One play structure and one pet enclosure structure per lot and the gross floor area within them shall not be counted toward the maximum number and size limitations placed on other

types of permitted accessory buildings. For those play structures and pet enclosure structures for which advance approval is required hereunder, all other limitations and standards set forth above in subsection (b) of this section shall apply.

- (f) **Construction or installation without prior approval; maintenance of approved buildings.** *Any person who initiates construction or installation of an accessory building without necessary approvals and permits shall be subject to all penalties set forth in the applicable building codes, in addition to any penalties which may be imposed for violation of this division. An owner or other person responsible for property on which an approved accessory building is located shall be in violation of this division if the conditions of approval established by the city are not upheld, or if the accessory building fails to comply with any other provision of this Code or any other code adopted by the city. The planning department staff may also require an accessory building or portable storage structure to be relocated or removed if determined to be in violation of the requirements of this section.*
- (g) **Lawful nonconforming accessory buildings.** *An accessory building which pre-dated the adoption of this section shall be considered lawful if it complied with all applicable laws and governmental regulations in effect before this section was adopted. An owner or other person responsible for property on which such an accessory building is located shall be in violation of this division if the accessory building fails to comply with any applicable provision of this Code, other than this section, or any other code adopted by the city.*
- (Ord. No. 2008-18, § 3, 11-10-2008)

Sec. 78-23. Semi-detached structures.

In any residential zoning district, a semi-detached structure shall be deemed a part of the principal structure if connected by a covered walkway of ten feet or less in length, provided that all associated building components and materials for the covered walkway and the semi-detached structure are similar to the principal structure; and provided further that a door leads directly to the covered walkway from the principal structure and that the covered walkway can be directly accessed from the semi-detached structure. A semi-detached structure which is not part of the principal structure shall be considered as an accessory structure; provided further that if such a structure meets the definition of "accessory building," it shall be subject to the provisions of section 78-22 herein. No sleeping quarters shall be permitted within a semi-detached structure except on parcels of three acres or more.

(Ord. No. 2008-18, § 4, 11-10-2008)

Internet link to Municode / Brentwood, Tennessee – Code of Ordinances:

https://www.municode.com/library/tn/brentwood/codes/code_of_ordinances

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CITY OF BRENTWOOD
EROSION PREVENTION AND SEDIMENT CONTROL CHECKLIST
ENGINEERING DEPARTMENT – 1750 GENERAL GEORGE PATTON DRIVE – (615) 371-0080
(UPDATED MARCH 1, 2016)

FIRM NAME / APPLICANT			PROPERTY ADDRESS	
ADDRESS			SUBDIVISION / SECTION	LOT NO.
CITY	STATE	ZIP	PHONE NO.	BUILDING PERMIT NO.

The following pre-construction erosion prevention and sediment control Best Management Practices (BMPs) must be correctly installed **prior** to the initiation of the disturbance activities:

- A stabilized construction access, such as a temporary stone access, must be installed to prevent offsite tracking.
- Silt fence, or other sediment barriers, must be installed along topographical contours down slope of the area to be disturbed.
- Where applicable, inlet protection for nearby storm sewer curb and drop inlets must be installed.

The following erosion prevention and sediment control BMPs must be performed until the project is completed:

- All areas to remain undisturbed along streams, rivers, and ponds must be protected to avoid erosion of banks and infiltration of silt.
- Topsoil should be stripped from all cut and fill areas, stockpiled and redistributed over graded areas to a minimum depth of six (6) inches. **A sediment barrier must be installed around the base of the stockpile to prevent erosion.**
- Stabilization measures must be performed within three (3) days in portions of the site where construction activities have temporarily or permanently ceased, within fifteen (15) days after final grading, or prior to final inspection (stabilization practices may include: temporary seeding, permanent seeding, mulching, matting, and sod stabilization.)
- Inspections of all control measures and disturbed areas must be performed at least once every three (3) days. Inspections must be documented and include the date of the inspection and major observations.
- Based on the results of inspections, any inadequate control measures or control measures in disrepair must be replaced or modified, or repaired as necessary, within one (1) day after the need is identified.
- Sediment must be removed from sediment barriers and other sediment controls when design capacity has been reduced by 50%.
- Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed. **This requirement shall remain the responsibility of the permit holder until the project is accepted by the City of Brentwood.**
- All damage to existing pavement, drainage structures and curbs resulting from new construction must be repaired or replaced by like materials at the builder's expense.
- All trees designated to remain must be protected. Heavy equipment will not be operated or parked, nor materials handled or stored, within the drip lines of trees.
- Roof downspouts must discharge onto splash blocks to prevent erosion. If downspouts are routed through drain lines, the system must not discharge directly into the street or drainage system.
- Restroom facilities for construction employees must be made available.
- Building and waste materials, and non-storm water discharges, such as concrete or paint wastewater, must be managed to prevent them from entering the storm water system or nearby water body.

I certify that I have reviewed this document and understand the erosion prevention and sediment control requirements herein. I understand that these requirements will be inspected and enforced by the City of Brentwood and failure to comply may result in the issuance of a "Stop Work Order" until compliance is accomplished.

Print Name	Signature	Date
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